

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

10-162

**OPEN PERIOD:**

6/10/2010 – 7/1/2010

**JOB TITLE:**

Range Operations  
Specialist

**PAY GRADE AND SERIES:**

GS-0301-09

**PAY RANGE:**

\$47,448 - \$61,678

**POSITION LOCATION:**

San Luis Obispo, CA.

**UNIT:**

CSLO Training Site

**PDCN #: 70573000**

**Security Clearance Required:**  
**National Agency Check**

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS**

**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL  
GUARD MEMBERS/TECHNICIAN

Military grade of E-4 through E-7.

**Compatible Military Grade Assignment:** CMF 11, 12, 13, 14, 18,  
19, 21, 25.

**Key Requirements:**

**THIS IS A PERMANENT POSITION**

This position is located in the Joint Force Headquarters—State, Operations Directorate (J-3), Army National Guard (ARNG) Training Center, Range Operations. The primary purpose of this position is to serve as a Range Operations Specialist with responsibility for coordinating range management programs involving live fire training activities, range safety, range maintenance, and range communications and operations. Oversees and ensures the continued operation of the Range Control Operations and Communications Center. Assumes the duties of the Range Control Officer in the absence of the incumbent.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, or training which provided a general knowledge of the principles of organization, management, and administration.

**Range Operations Specialist GS-0301-09:** Must have 24 months of specialized experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information; progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in work comparable to the position to be filled; operating, administrative, program or managerial experience in the type of work or a combination of functions directly related to the position to be filled or in comparable work or function.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Skill in oral and written communication.
2. Ability to give specific guidance relative to a particular program.
3. Ability to perform a variety of administrative duties relative to a particular program.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National

Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

### **COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

#### **CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Army National Guard and wear appropriate military uniform and comply with required grooming standards.

#### **HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.
6. When emailing documents **PLEASE LIMIT DOCUMENTS TO AT LEAST 5 PAGES**. Any large files or documents will automatically be rejected by the email server and will not be viewable for rating by qualifications by this office.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

#### **REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

#### **OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

#### **APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**